


## Notes

## Completing A 180 Assessment

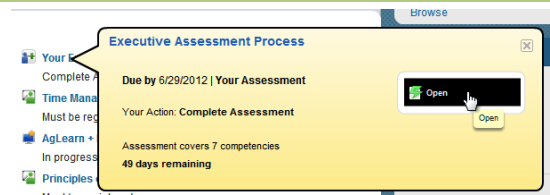
Completion of the assessment survey will take approximately 20 minutes. If you cannot devote the entire 20 minutes to completing the assessment, you can select the **Save** or **Save and Close** button at any time to save your work. The assessment will remain on your To-Do List until you return at a later time to complete it. **Note:** Although you can save an uncompleted survey, once a survey has been submitted and confirmed, it cannot be recalled for further editing.

Step	Activity	View
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1. An item on your To-Do List indicates you have an assignment to complete an assessment.



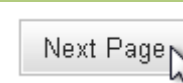
2. Hover over the item, then select **Open** to open the assessment.



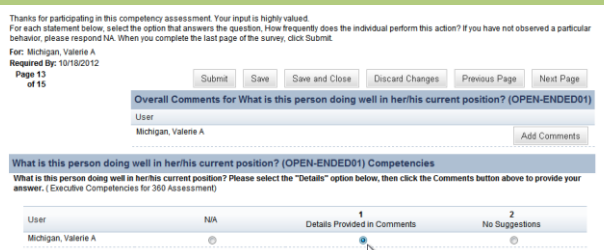
3. For each competency, select the option that answers the question, *"How frequently does the individual perform this action?"* If you have not observed (or demonstrated) a particular behavior at all, please select the N/A option.



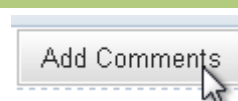
4. At the bottom of each page, select **Next Page** to move on to the next category of competencies. There are twelve pages of competency categories.



5. On page 13-15 of the assessment, you will be asked to provide comments in answer to questions regarding the individual's competence in his/her current position. To provide comments, first select the **Details Provided in Comments** option.



6. Select the **Add Comments** button, just to the right and above the question.



Each page of competencies contains a Comments button at the top of the page. You are not required to enter comments on each page, but will be asked to provide more specific comments at the end of the assessment.

If you have no comments to make for an open ended question, select the **No Suggestions** option; then select Next Page to move on to the next question.

Specific and constructive comments are very valuable to the individual being rated.

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7. Enter your comments; then select **Save and Close**.  
**Note:** If your comments are lengthy, you may wish to use the Check Spelling feature. If so, be sure to select **Resume Editing** before you select **Save and Close**.

8. On the final page of the assessment, select **Save** to save your comments.  
**Note:** After saving your assessment, you can select the Previous button to review your answers, or continue on to the next and final steps.



9. Select the **Submit** button to submit your assessment survey.



Once you select **Return to Survey**, select **Previous Page** until you find the competencies you missed.

10. Review the **Status** and **Notes** section to be sure you selected an option for each competency. If not, select **Return To Survey** to make corrections.

User Name	Status	Notes
Michigan, Valerie A	50 out of 51 competencies assessed 2 comments entered	Not all competencies assessed

Once you have submitted and confirmed your submission, you cannot recall the survey for further edits.

11. If the Assessment Confirmation screen indicates that all competencies have been assessed, select **Confirm**.

User Name	Status	Notes
Michigan, Valerie A	51 out of 51 competencies assessed 2 comments entered	

12. The Status screen confirms that your assessment has been successfully submitted. Select **Return**, then close your browser.